

Model Letter: Reprinting into a New Work

[Insert: Today's Date and Your Address and Contact Information]

Name and Address of Addressee

Dear _____:

I am requesting permission to reprint [a portion of] the following work:

[Add here full citation information about the work, including author, title, publisher, date of publication, exact pages you are requesting, and any other identifying information.]

This request is for permission to include the above content as part of the following project that I am preparing:

[Add here full citation information about the project that you are preparing, including the name of the publisher and likely date of publication; also add a brief description of the subject or nature of the work.]

I believe that you/your company, _____, are/is currently the holder of the copyright, because the original work states that copyright is held in your name/the name of the publisher, and my research indicates that _____ [additional reason you think this person/company owns the copyright]. If you do not currently hold the rights, please provide me with any information that can help me contact the proper rightsholder. Otherwise, your permission confirms that you hold the right to grant this permission.

This request is for a non-exclusive, irrevocable, and royalty-free permission, and it is not intended to interfere with other uses of the same work by you. I would be pleased to include a full citation to your work and other acknowledgement as you might request.

I would greatly appreciate your permission. If you require any additional information, do not hesitate to contact me at the address and number above.

A duplicate copy of this request has been provided for your records. If you agree with the terms as described above, please sign the letter where indicated below and return one copy in the enclosed return envelope.

Sincerely,

Permission is hereby granted:

Signature: _____

Name & Title: _____

Company/Affiliation: _____

Date: _____